

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 6 JANUARY 1987

1. Progress Report on Tasks Assigned by the DCI/DDCI:

Memorandum of Agreement: DC/IMSS, at the direction of the DDA and D/L has drafted a Memorandum of Agreement among the offices of Logistics, Finance, and Information Technology to define the commitment of these offices to Corporate Data for CLAS and BARS as an integrated system. The MOA will be coordinated with the D/L, D/OF, and D/OIT for concurrence.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

(1) The GE barcode team members and representatives from DAS/TG met with the D/L on 2 January. The purpose of the meeting was to stress to contractor personnel the office wide thrust of their survey. Also, that barcode systems proposed for OL must be able to interface with future CLAS efforts.

(2) FBIS personnel are being trained on the P&PD Automated Inventory Control System. FBIS plans to use the inventory control system to maintain property accountability for their overseas bureaus.

(3) Data Control Branch personnel have been updating the Agency Vehicle Record System on a time available basis.

B. Planning

(1) In response to a request from the DDA Management Staff, IMSS initiated a memo to the OL divisions requesting information on FY 86 significant accomplishments that could be included in the DCI's Annual Report to Congress. IMSS will prepare a response to the DDA Management Staff to be submitted through the D/L.

(2) In response to another request from the DDA Management Staff, IMSS compiled a paper on proposed FY 89/90 new OL initiatives. This paper contains formatted descriptions of the proposed initiatives which were prepared by the OL divisions and staffs and a priority ranking of those initiatives based on decisions reached in recent meetings held by the D/L front office and the OL divisions and staffs. The paper was sent to the DDA Management Staff with the approval of the acting D/L on 5 January.

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WEEKLY REPORT FOR PERIOD ENDING 6 JANUARY 1987

(3) The finalizing of the proposed FY 89/90 new OL initiatives represents the completion of the last pieces of information required to complete an OL Five-Year Plan for FY 87 through FY 91. A draft is being prepared for D/L review.

C. CLAS

STAT (1) Activities during the past week continued to center on closing down [redacted], storing documentation and preparing for a change of vendor.

STAT D. Headquarters Claims Review Board

[redacted]

E. Records Management

STAT (1) The RMO/OL and a representative from OIS met with [redacted] to gather information about several computer systems. The information will be used to develop machine-readable (electronic) records schedule.

STAT F. Regulations

[redacted]

3. Significant Events Anticipated During the Coming Week

(1) IMSS has arranged for an OIS briefing on the P&PD information handling audit on 15 January 1987.

(2) During the next week the CLAS team leaders will be setting up a training schedule for Cullinet software packages, either in

WEEKLY REPORT FOR PERIOD ENDING 6 JANUARY 1987

Boston or in Falls Church. In addition, they will prepare the list of packages necessary to implement the CLAS system, which will be purchased from Cullinet.

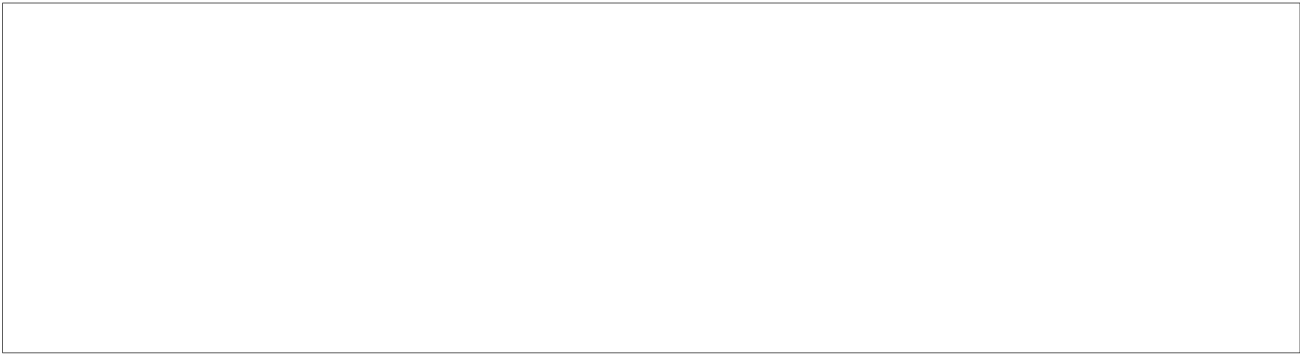
STAT (3) DC/IMSS will be meeting with [REDACTED] and representatives of Cullinet early next week to begin defining the scope of contract necessary for OL, and to discuss the Beta-Site commitments. Procurement Division will play an integral part in contract negotiation with the vendor.

STAT 4. Perspective of Staff Activities

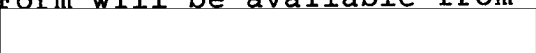
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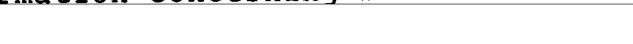
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F. Supply Management Branch is working closely with the Agency Forms Manager to acquire the new Form W-4, Employee's Withholding Allowance Certificate, for tax year 1987 from the Internal Revenue Service. This Form will be available from Agency stock in the near future. 

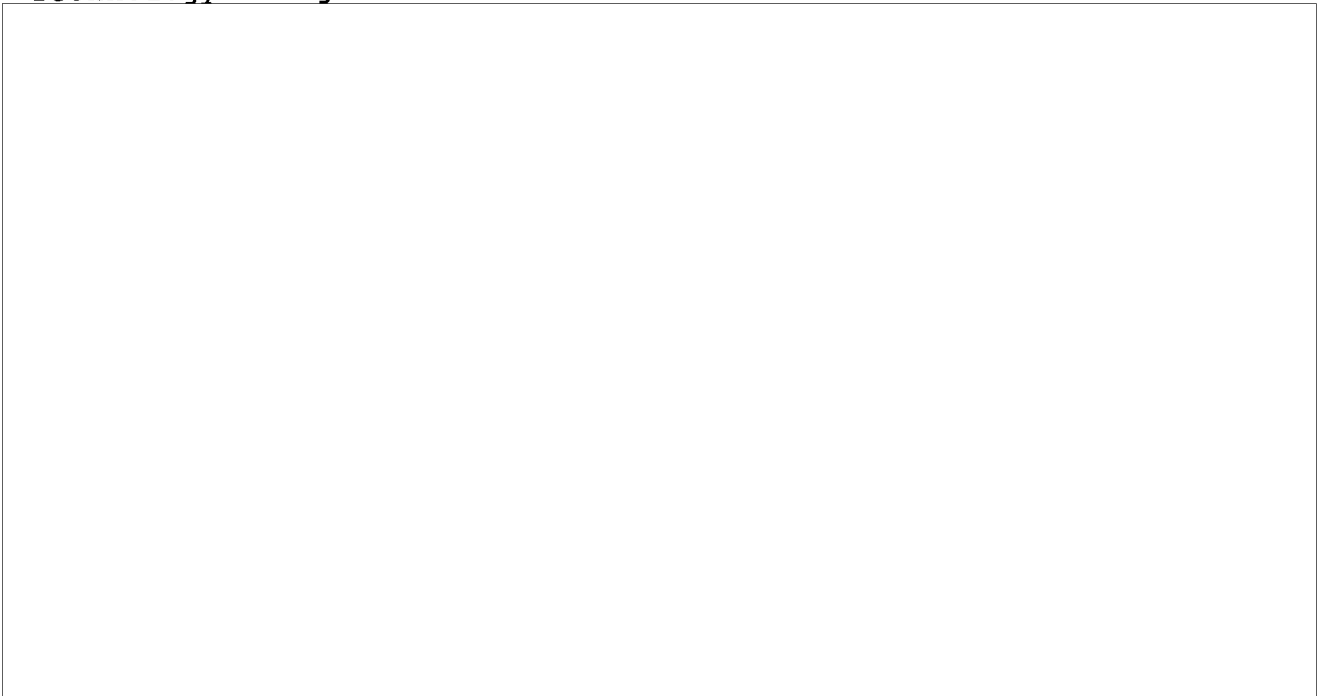
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G. The Interdepartmental Support Branch (IDSB), Supply Division, received a request from the Information Management Support Staff to obtain data on a low-intensity conflict, interactive simulator network, or what is known as the SIMNET program. Information that IDSB requires involves cost and contract data and has been identified as being available from the Defense Advanced Research Projects Agency. The Director of Logistics expects to have information concerning SIMNET available to him by 9 January. 

III. Upcoming Events:

A. On Friday, 9 January, Deputy Chief, Supply Division will brief Major John Keneally's replacement, Major John Donavan, on the structure and functions of the Office of Logistics. Major Keneally will be leaving the Army's Technology Management Office after a two and a half-year tour.

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SUBJECT: Real Estate and Construction Division Weekly Report for
Period Ending 6 January 1987

e. Chamber of Commerce Building Lease - Effective
15 December 1986, the final portion of first floor space in the
Chamber of Commerce Building was added to the Agency's direct
lease. The General Services Administration (GSA) has been advised
of the acquisition and will now begin procedures to incorporate
the entire first floor space with the GSA lease on the remainder
of the building. Direct rent payments will cease on the effective
date of GSA's supplemental lease agreement with the building
owner.

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S E C R E T

SUBJECT: Real Estate and Construction Division Weekly Report for
Period Ending 6 January 1987

25X1 i. Chamber of Commerce Building Parking Survey - Real
25X1 Estate and Construction Division, OL has tasked an Allied
representative to perform a survey of parking space at the Chamber
of Commerce Building in order to determine if end-to-end parking
is feasible from both a practical and financial standpoint. The
survey is underway and should be completed shortly. [REDACTED]
[REDACTED]

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.



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S E C R E T

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 7 JANUARY 1986

1. Status of Tasks Assigned by Senior Management:

a. None

2. Major Events That Have Occurred During the Preceding Week:

a. The Safety Division, Office of Medical Services, is conducting a radon survey of buildings in the Headquarters area. The five TERRADEX (TM) radon detector cups that were placed in different areas of the Headquarters Building basement on 27 August 1986, were picked up by OMS/Safety Staff on 30 December. They will be sent out for testing. OMS will advise FMD of the results when they are received. [REDACTED]

b. The removal of the exiting Teledyne UPS system, which is being replaced by the 1500 KW Pillar system was accomplished over the 3-4 January weekend. This equipment was turned over to the Logistics Operations Center (LOC) for PTI on 5 January. The Teledyne UPS system equipment removed consisted of 14 items of equipment and three boxes of interconnecting wiring representing approximately 70,000 pounds of equipment. In order to support this removal operation, a 1/2" steel plate deck was installed between the South Loading Dock and the GJ16 area. A big round of thanks is due the contractors, Dicon, escorts and FMD personnel for a job well done. This removal will allow for the start of the final demolition and renovation work of the Phase II area in the GJ 10 area. Upon completion of Phase II work, the installation of the fourth 500 KW Pillar unit will be installed and tested. At this time the scheduled project completion date is on or about 1 March 1987. [REDACTED]

c. In response to an accidental halon discharge in GD55 by an OIT contractor, the fire alarm panel was checked and found in good working order. Procedures for its operation were confirmed and are in the process of being written. Measures to prevent accidental discharge will be implemented and the system will be recharged. [REDACTED]

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[REDACTED]

e. The Disposal Section of Building Services destroyed 22,000 pounds of classified trash from the Headquarters Building and 58,763 pounds from outlying buildings. A total of 7,000 pounds was destroyed in the Hammermill. Allied transported 12 loads of SOMAT waste to the landfill. [REDACTED]

f. During the past week, the Passenger Vehicle Section of the Motor pool transported 194 passengers. [REDACTED]

3. Upcoming Week:

a. There will be a total domestic water outage in the P&PD Building on Saturday, 10 January 1987 from 0600 to 2400 hours. The outage will affect all bathrooms and water faucets throughout the building. The purpose of this outage is to tie the new domestic water pipe to the existing piping system. [REDACTED]

b. There will be a partial steam outage in the North Penthouse and North Basement on Saturday, 10 January 1987 from 0600 to 1400 hours. The outage is to replace the condensate piping. The outage will be rescheduled for the following week or weeks if the outdoor temperatures are below 40 degrees.

[REDACTED]

4. Management Activities and Concerns:

a. The new edition of the W-4 and Form 3280 must be filed by each Agency employee. Both Supply Management Branch and Building Services Branch are coordinating to determine the most efficient means to supply these forms to the Agency worldwide. Projected receipt of the new W-4 from the IRS is the week of 20 January. [REDACTED]

b. Personnel -

[REDACTED]

[REDACTED]

Facilities Management Division

OL/NBPO WEEKLY REPORT - PERIOD ENDING 7 JANUARY 1987

1. Progress Reports on Tasks Assigned by the Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

STAT a. On 6 January 1987, a group from the Printing and Photography Division, OL, was taken through the New Headquarters Building for a general walkabout. [REDACTED]

STAT b. On 6 January, a meeting was held with the New Building Project Office, OL; Facilities Management Division, OL; General Services Administration; and Allied to outline the requirements for New Headquarters Building (NHB) utilities monitoring. Allied has been requested to provide after-hours roving tours to monitor the NHB utilities now in service. [REDACTED]

STAT c. On 5 January, the New Building Project Office, OL, received a request from the Office of Information Technology (OIT) to reinstitute procurement action for 415hz motor generator (M-G) sets. This procurement has been on hold since March 1986 pending identification of funds by OIT. At the present time, the technical specifications are being reviewed to ensure their accuracy. The procurement action will be downscaled from the original 20 M-G sets to 10 M-G sets. OIT will provide \$355K for this effort. [REDACTED]

STAT d. On 5 January, a tractor owned by MCI Constructors, Inc., (MCI) the Bid Package 3 contractor, was idling near the Powerhouse. It suddenly dropped into gear and slowly proceeded unmanned down the construction road. Before the tractor was stopped, it damaged approximately 100 feet of the construction fence. In addition, one Agency employee's vehicle in South parking lot was damaged when a section of fence fell on the vehicle. No one was injured. MCI's insurance company has been in contact with the owner of the damaged vehicle and will make restitution. [REDACTED]

STAT e. On 6 January, the Bid Package 4 contractor completed paving the roadway to the Route 123 Security Control Center. The striping subcontractor is in marking portions of the Headquarters compound roadway. At the present time, the Bid Package 4 contractor is making repairs to areas previously paved, including the area in front of the main entrance to the Headquarters building. [REDACTED]

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

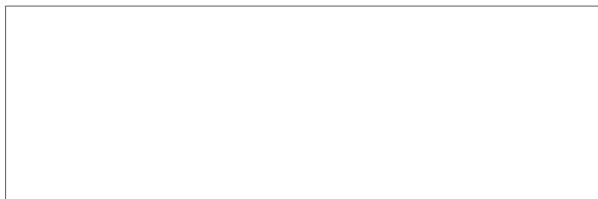
STAT



Chief, New Building Project Office

D/OL
C/FMD/OL

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
31 December 1986 - 6 January 1987

I. Status of Tasks Assigned by Senior Management:

A. The Office of Logistics, Printing and Photography Division (OL/P&PD) is currently working on briefing materials for the Office of Logistics. These materials will be completed on 9 January 1987.

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II. Items or Events of Major Interest that have Occurred During the Preceding Week

* A. On 7 January a contractor will use the Office of Logistics, Printing and Photography Division (OL/P&PD) motion picture studio to film the Deputy Director of Science and Technology (DDS&T) as part of the preparation of a motion picture commemorating the 25th anniversary. OL/P&PD will provide some production support personnel and equipment to the project; however, the contractor will create the film using their own cameras and sound equipment.

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B. A representative from the Foreign Broadcast Information System (FBIS) met with the Office of Logistics, Printing and Photography Division (OL/P&PD) on 30 December 1986 to receive training in the use of an Automated Inventory Control System developed for FBIS by P&PD. Further training in the use of the new system and maintenance of the database is expected to take place during the next two or three weeks.

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* C. During the past four weeks a representative of the Office of Logistics, Printing and Photography Division (OL/P&PD) spent 104 hours on a sensitive project in direct support of the Directorate of Science and Technology, Office of SIGINT Operations (DS&T/OSO). Tentative plans in support of the project

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D. The Office of Logistics, Printing and Photography Division (OL/P&PD) has experienced the first significant problems on this year's Congressional Budget Justification Books (CBBB) project. As a result of a change in the format of the CBBB's tabular data and the unavailability of the Office of Information Technology's data conversion equipment, several additional man-days of unplanned for effort had to be expended. The CBBB deadline has not been jeopardized because of these problems. 

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III. Significant Events Anticipated During the Coming Week

None.

IV. Management Activities and Concerns:

None.

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C O N F I D E N T I A L

WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING

06 JANUARY 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

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b. Procurement Division, OL, received a priority request from ORD on Monday, 30 December 1986 for two Palantir Compound Document Processors (CDP) and related software for use in the Artificial Intelligence Center. The CDP is an advanced optical character reader that utilizes AI technology to recognize text and graphics in printed matter. Arrangements were made with MAXIM Technologies, Inc. for a total contract price of \$82,800.00. The two Palantir CDP's estimated delivery date is 16 January 1987.

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c. Procurement Division, Office of Logistics, awarded a contract to Xerox Corporation for the maintenance of standard and tempested 2700II laser printers for FY 87. The contract, on behalf of the Office of Information Technology, is for \$1,105,650. Negotiated savings of \$140,000 represents a 15% discount off GSA pricing.

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WEEKLY REPORT FOR PROCUREMENT DIVISION - 06 JANUARY 1987

25X1 d. Procurement Division, Office of Logistics, issued a modification to a fixed-price alternate-payment plan contract with IBM Corporation in the amount of \$5,947,976. This action is for the procurement of a model 3090 mainframe computer, expanded memory and two direct storage access devices in support of the Office of Information Technology/SAFE project. [REDACTED]

25X1 f. Procurement Division, Office of Logistics, negotiated a contract on behalf of the National Photographic Interpretation Center (NPIC) for repair and maintenance of McBain Mono and Stereo Comparator optical, electrical, and mechanical systems with Cambridge Instruments of California successor to McBain Instruments. Because there is no other known suitably equipped source of service, a Commercial Systems and Audit Division recommendation that no contract be awarded to Cambridge Instruments until such time that they exhibited an accounting system capable of reflecting accurate and current costs of doing business, could not be acted upon. Since these services were needed immediately by the user, and the contractor would not have such a suitable accounting system for several more months, a contract using the Contractor's same rates as in the FY 85 and 86 contracts was awarded. [REDACTED]

25X1 g. Procurement Division, Office of Logistics, recently negotiated a firm fixed-price contract on behalf of the Office of Training and Education/Leadership Development Division (OTE/LDD) with the Center for Creative Management, "Derailment" and "Lessons Learned" training programs and is in the amount of \$40,500.00. [REDACTED]

WEEKLY REPORT FOR PROCUREMENT DIVISION - 06 JANUARY 1987

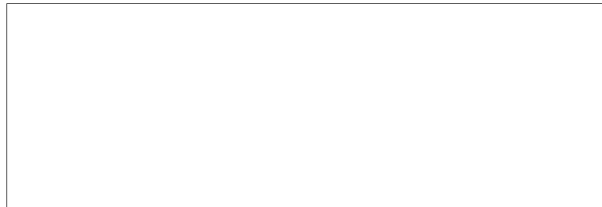
25X1 h. The Office of Finance's Commercial Systems & Audit Division (CSAD) has initiated a plan to include in it's auditors' training a three-day hands-on work stint in Procurement Division's Contract Administration and Settlement Branch (CA&SB). The purpose is to familiarize the new auditors with the procedures and the problems of CA&SB. Two individuals were assigned to CA&SB recently, and additional assignments will be made after the holidays. 

3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None



8 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 7 January 1987 [redacted]

1. Events of Major Interest That Have Occurred During the
Preceding Week:

a. The Office of Logistics (OL) reports that Printing and Photography Division has experienced significant problems on this year's Congressional Budget Justification Books (CBBB) project. The production problems result from a change in the format of the CBBB's tabular data and the unavailability of the Office of Information Technology's data conversion equipment, several additional man-days of unplanned for effort had to be expended. The CBBB deadline has not been jeopardized because of these problems. [redacted]

b. A representative from the Foreign Broadcast Information System (FBIS) met with the Office of Logistics, Printing and Photography Division (P&PD) on 30 December to receive training in the use of an Automated Inventory Control System developed for FBIS by P&PD. Further training in the use of the new system and maintenance of the database is expected to take place during the next two or three weeks. [redacted]

c. In response to an accidental discharge of the halon fire suppression system in GD55 Headquarters Building by an Office of Information Technology contractor, OL had the fire alarm panel checked and it was found to be in good working order. Measures to prevent another accidental discharge will be implemented and the existing system will be recharged. [redacted]

d. OL reports that a contract was awarded to Xerox Corporation for the maintenance of standard and tempered Model 2700II laser printers for FY 1987. The contract, on [redacted]

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25X1 behalf of the Office of Information Technology, is for
\$1,105,650. The \$140,000 savings negotiated on this contract
represents a 15% discount off GSA pricing. [REDACTED]

25X1 e. OL issued a modification to a fixed-price
alternate-payment plan contract with the IBM Corporation in
the amount of \$5,947,976. This action is in support of the
Office of Information Technology/SAFE project and includes the
procurement of a model 3090 mainframe computer, with expanded
memory and two direct storage access devices. [REDACTED]

25X1 f. OL reports that a tractor owned by MCI
Constructors, Inc. (MCI), the New Headquarters Building Bid
Package 3 contractor, was idling near the Powerhouse on the
Headquarters Compound on 5 January. It dropped into gear and
slowly proceeded unmanned down the construction road. Before
the tractor was stopped, it damaged approximately 100 feet of
the construction fence. In addition, one Agency employee's
vehicle in South parking lot was damaged when a section of
fence fell on the vehicle. No one was injured. MCI's
insurance company has been in contact with the owner of the
damaged vehicle and will make restitution. [REDACTED]

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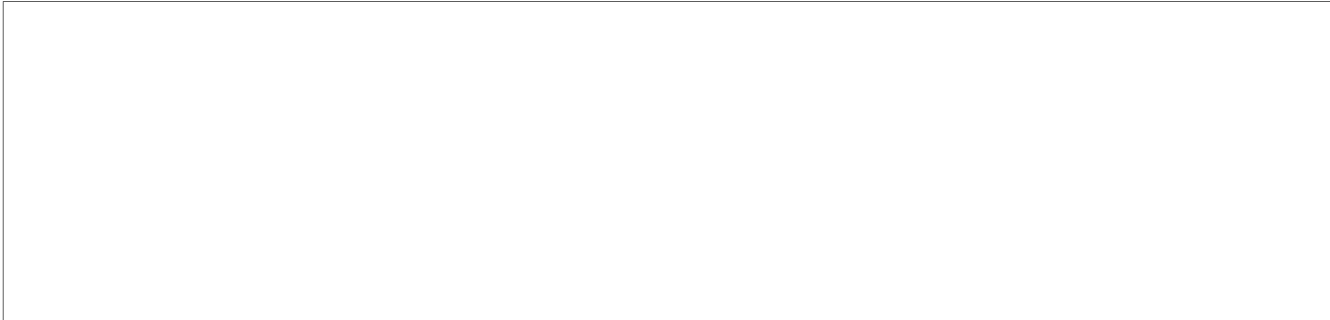
[REDACTED]


25X1 i. OL is presently conferring with Safety Division,
Office of Medical Services, and reviewing new GSA regulations
to develop a recommended course of action for discovery and
handling of asbestos in all properties which are leased
directly by the Agency. [REDACTED]

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[REDACTED]


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1. In support of the new Secure telephone system project, the Teledyne UPS system, located in GJ-10 Headquarters Building was removed the weekend of 3 January. This removal allows for renovation work in preparation for the installation of the fourth 500-KW Pillar unit. The scheduled project completion date is 1 March. 

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2. Significant Events Anticipated During the Coming Week:

a. OL reports that there will be a total domestic water outage in the P&PD Building on 10 January from 0600 to 2400 hours. The outage will affect all bathrooms and water faucets throughout the building. The purpose of this outage is to tie the new domestic water pipe to the existing piping system. 


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b. OL reports that there will be a partial steam outage in the North Penthouse and North Basement on 10 January from 0600 to 1400 hours. The outage is to replace the condensate piping. The outage will be rescheduled if the outdoor temperatures reach below 40 degrees. 

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 John M. Ray

S E C R E T

DDA 87-0045
9 January 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 9 January 1987

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3. Office of Information Services and Office of Personnel (OP) representatives are discussing establishing a student co-op program with the College of Business and Public Administration [redacted] one of the few universities that offers a curriculum in information management. The pilot program, if approved, would be for one or two students.

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6. The Office of Training and Education is informing Agency field secretaries of the training mandated under the new Secretarial Career System and the various ways in which these requirements can be met. They are also providing guidance to Secretarial Career Panels regarding training requirements.

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25X1 7. The database management system being used for the development of Corporate Data systems, Information Database Management System/Relational (IDMS/R), went into production in the [] Center on schedule. The first application, Budget and Accounting Resources System (BARS), is scheduled to go into production in early February.

25X1 8. The Offices of Logistics and Information Technology have agreed to redirect the Commercial Logistics Application System (CLAS) project by using Cullinet, Inc., software packages []

25X1 [] The change to Cullinet software will facilitate a more complete integration of CLAS and BARS.

25X1 9. As of 5 January 1987, the Agency's Combined Federal Campaign Staff had received contributions totaling \$412,620.62, or 91 percent of the Agency's 1986 goal of \$450,000. About 6 percent of the pledge cards are still outstanding. The Educational Aid Fund has received contributions totaling \$62,431, as compared with \$59,264 by the end of the 1985 campaign. Contributions to the Public Service Aid Society total \$36,211, as opposed to \$34,012 at the end of last year's campaign.

[]
William F. Donnelly

S E C R E T

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 6 January 1987

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

CONIF input 148 contracts and 95 amendments during this past week. Additionally, CONIF provided training to five new personnel from the General Procurement Branch, Procurement Division, Office of Logistics (OL). The training consisted of the following:

- How to properly fill out a Business Justification
- How to request a vendor code for a new vendor
- How to read the vendor codebook
- How to request a contract number
- How the contract number is structured

b. Training:

(1) On 5 January 1987, Procurement Management Staff (OL/PMS) sponsored a 4-week in-house procurement training course at the Chamber of Commerce Building. After an informal market survey, it was determined that Business Management Research Associates (BMRA) of Arlington, Virginia, possessed all the credentials necessary to give the course, "Management of Defense Acquisition Contracts (Basic)." The instructor, Mr. Frank Engler, is a retired U.S. Army colonel who has experience in teaching this course for both the U.S. Navy and the National Security Agency. Mr. Engler is an accredited instructor through Fort Lee's Army Logistics Management Center. The price of the course, based upon a not-to-exceed limit of 20 students, is \$11,734. The cost to the Agency for sending the equivalent number of students to the General Services Administration for this course would be \$17,000. Therefore, by contracting with BMRA, the Agency saves \$5,266 for the same training.

(2) On 30 December 1986, the Chief, PMS/OL met with [] of the Office of Training and Education, at the request of the Director of Logistics and the Procurement Executive, to discuss the Contract Process Course and recent versions of same which have been conducted for the Directorate of Intelligence (DI). The DI concerns were presented in some detail by [] who requested

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SUBJECT: OL/PMS Weekly Report for the Period Ending 6 January 1987

assistance in tailoring the course along the lines suggested by the Deputy Director for Intelligence. To further assist in this matter, a follow-on meeting has been scheduled for 8 January, at which time the DI personnel will outline more specifically the concerns they have and proposals to accommodate their requirements for this course.

c. Portable Computers for Negotiation Purposes

OL/PMS has begun reviewing available hardware and software in order to prepare recommendations for the purchase of small portable computers which will enhance the negotiation and evaluation capabilities of both the Commercial and Systems Audit Division, OF, auditors and the negotiators. Presently, OL/PMS is scoping the problem, looking at potential areas of application, assessing the value of commonality amongst potential users of the equipment (training and use) and determining what equipment best suits the Agency's future needs.

d. Coopers and Lybrand (C&L) Briefing:

On 6 January 1987, the Chief, PMS/OL briefed the Director and Deputy Director of Communications (OC) and the Chief, Operations, OC, on the C&L study. They expressed serious concern about the resource implications of the report, and they conveyed their expectations that OL would cooperate in the slotting for the additional requirements associated with decentralization. Overall they expressed appreciation for the presentation and requested that OC's senior management be kept advised of the implementation of the requirements as they proceed. In addition, they agreed that the Chief, Contracts Staff, OC, would be available for tasking to support continuing initiatives of OL, such as barcoding and government-furnished equipment administration. All in all, the meeting was considered very satisfactory.

e. Agency Contract Review Board (ACRB):

OL/PMS reviewed six ACRB dockets and generated questions based upon the individual dockets. These questions have been forwarded to the individual contract teams in anticipation of the responses being presented at the 6 January 1987 meeting of the ACRB.

3. Upcoming Events:

None of a significant nature.

4. Management Activities and Concerns:

None of a significant nature.

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